

missouri CITY
TEXAS

2009

Plat Application Submittal Packet

Conceptual ■ Preliminary ■ Final ■ Replat ■
Abbreviated ■ Large Acreage ■ Amending
Application Submissions

Department of Planning
1522 Texas Parkway
Missouri City, Texas 77489
281-403-8600 ~ 281-208-5551 fax

This packet is also available online at www.missouricitytx.gov



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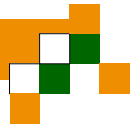


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PLAT APPLICATION SUBMISSION

IMPORTANT INFORMATION

PRE-DEVELOPMENT MEETING

1. Prior to the submission of all applications, applicants must schedule a meeting with staff to discuss their project.
2. The request for a meeting must be made in time for the meeting to be held at least 7 business days prior to the desired submission deadline.
3. To schedule, complete a pre-development meeting form and return it via email to bcollins@missouricitytx.gov. Email is preferred, however faxes may be sent to (281) 208-5551.

SUBMITTAL DAY

(Refer to page 4 of this packet for the list of all deadline dates)

1. A completed application form and the correct number of documents; printed copies and electronic format as indicated on Exhibit "A" must be delivered in person by the applicant or applicant's agent and received in the Planning Department **NO LATER THAN 10:00 AM** on the submittal deadline date.
2. Application packets are welcome the week before the deadline date.
3. Late applications will not be accepted. Applications or partial applications delivered by courier or mail will not be accepted.

PUBLIC HEARINGS

(Refer to page 4 of this packet for the list of all deadline dates)

1. If required, plats will be considered by the Planning and Zoning Commission through a public hearing. Plats do not go before the City Council.
2. Applicants should call the Planning Department at 281-403-8600 for determination according to requirements of Section 212.014 Local Government Code, State of Texas.
3. If required, the plat must be submitted to the Planning Department two weeks prior to the regular submittal deadline to allow publication of legal notice of public hearing.

4. Staff reports are sent via fax or email to applicants on the Friday prior to the Planning and Zoning (P&Z) Commission meeting.
5. Applicants or their agents are strongly encouraged to attend all public hearings and be available for questions.

P&Z COMMISSION CORRECTIONS

1. All corrections required by the Planning and Zoning Commission as a condition of approval of a concept plan or preliminary plat must be completed and submitted to the Planning Department at least one (1) week prior to the submittal of the preliminary or final plat for the same property.
2. Corrections required as a condition of approval of a final, replat, abbreviated, large acreage, or amending plat must be completed and submitted to the Planning Department prior to plat recordation.
3. Applicants should submit three (3) paper copies and one (1) electronic copy of all plat corrections and other required documents.

UTILIZING THE CITY WEBSITE

1. Visit the City's website at www.missouricitytx.gov to find additional information regarding the Zoning and Subdivision Ordinance.
2. Pertinent sections of the Zoning Ordinance that apply to site development are:
 - Section 7: Use Districts**
 - Section 7A: Architectural Design Standards**
 - Section 11: Landscaping**
 - Section 12: Parking**
 - Section 13: Signage**
 - Section 14: Fencing**
3. Staff reports are also available on the City's website.



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SUBMITTAL DEADLINE DATES
AND REGULAR MEETING SCHEDULE

SUBMITTAL DEADLINE DATE*	P&Z MEETING DATE
December 18, 2008	January 14, 2009
January 23, 2009	February 11, 2009
February 20, 2009	March 11, 2009
March 20, 2009	April 8, 2009
April 24, 2009	May 13, 2009
May 21, 2009	June 10, 2009
June 18, 2009	July 8, 2009
July 24, 2009	August 12, 2009
August 21, 2009	September 9, 2009
September 25, 2009	October 14, 2009
October 23, 2009	November 11, 2009
November 18, 2009	December 9, 2009
December 16, 2009	January 13, 2010

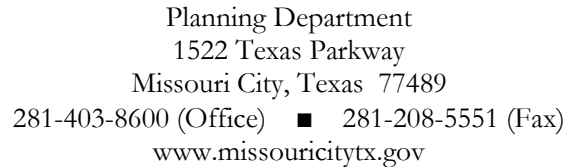
***COMPLETE APPLICATIONS MUST BE SUBMITTED NO LATER THAN
10:00 AM ON THE SUBMITTAL DEADLINE DATE.
APPLICATIONS MAY BE SUBMITTED AS EARLY AS THE WEEK OF THE DEADLINE DATE
DURING NORMAL BUSINESS HOURS.**

CITY OF MISSOURI CITY

The Planning and Zoning Commission meets on the 2nd Wednesday of every month.

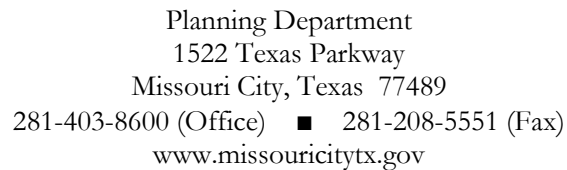
Planning & Zoning Commission meetings are held at 7:00p.m. in the
City Council Chambers - 2nd Floor of the City Hall Building

1522 Texas Parkway (FM 2234)
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Check One: ☐ CONCEPTUAL PLAN ☐ PRELIMINARY PLAT
☐ REVISED CONCEPTUAL PLAN ☐ REVISED PRELIMINARY

1. Name of subdivision:			
2. Name of conceptual plan that encompasses this plat (if applicable):			
3. Type of plat (Circle one or more): Apartment Commercial Industrial Planned Development Single Family Residential Specific Use Permit Townhouse Other (Explain):			
4. Landowner's name (If company or corporation, list chief officer): Mailing Address: Phone No.:() - Fax No.: () - Email:			
5. Applicant's name (Engineer, Planner, Architect, Etc.): Mailing Address: Phone No.:() - Fax No.: () - Email:			
6. Is plat located inside the City limits? (Circle One):		YES	NO
7. Is plat located inside the City's ETJ? (Circle One):		YES	NO
8. Total acreage:			
9. Estimated # of sections:		Blocks:	Reserves:
10. Estimated # of residential lots/dwelling units:			
11. Total acreage divided into residential lots/units:			
12. Total acreage dedicated to public use:			
13. Total acreage reserved for use of residential property owners:			
14. Total acreage divided into reserves:			
15. Total acreage of areas <u>not</u> divided into residential lots/dwelling units:			
16. Residential density: _____ / _____ = _____ # Lots/Units (+) Acreage divided into lots/units + acres reserved for property owners			
17. Residential lot dimensions:		Typical:	Average:
18. Lot area:		Non cul-de-sac:	Cul-de-sac:
19. Front width (At property line):		Non cul-de-sac:	Cul-de-sac:
20. Front width (At building line):		Non cul-de-sac:	Cul-de-sac:
21. Depth:		Non cul-de-sac:	Cul-de-sac:
22. Number of lots less than 105' deep:		Non cul-de-sac:	Cul-de-sac:
23. Percentage of lots with approximate typical dimensions & average lot area:			
24. Block Length:		Average:	Longest:
		Shortest:	
25. Type of Streets (Circle One):		Public	Private
		Combination Public/Private	
26. Type of Water System (Circle One):		Public	Individual Water Wells
		Other (attach explanation)	
27. Type of Sanitary System (Circle One):		Public	Individual Septic Tanks
		Other (attach explanation)	
28. Municipal Utility District:			



Check One: ☐ FINAL PLAT ☐ REPLAT ☐ AMENDING PLAT
☐ LARGE ACREAGE PLAT ☐ ABBREVIATED PLAT

1. Name of subdivision:					
2. Name of conceptual plan that encompasses this plat (if applicable):					
3. Type of plat (Circle one or more): Apartment Commercial Industrial Planned Development Single Family Residential Specific Use Permit Townhouse Other (Explain):					
4. Landowner's name (If company or corporation, list chief officer): Mailing Address: Phone No.:() - Fax No.:() - Email:					
5. Applicant's name (Engineer, Planner, Architect, Etc.): Mailing Address: Phone No.:() - Fax No.:() - Email:					
6. Is plat located inside the City limits? (Circle One): YES NO					
7. Is plat located inside the City's ETJ? (Circle One): YES NO					
8. Total acreage:					
9. Number of sections:		Blocks:		Reserves:	
10. Number of residential lots/dwelling units:					
11. Total acreage divided into residential lots/units:					
12. Total acreage dedicated to public use:					
13. Total acreage reserved for use of residential property owners:					
14. Total acreage divided into reserves:					
15. Total acreage of areas <u>not</u> divided into residential lots/dwelling units:					
16. Residential density: _____ / _____ = _____ # Lots/Units (+) Acreage divided into lots/units + acres reserved for property owners					
17. Average lot area:					
18. Typical lot area:					
19. Average common open space per lot:					
20. Number of lots less than 105' deep:					
21. Percentage of lots with approximate typical dimensions & average lot area:					
22. Lot Distribution:		Size:	Square Footage:	Number:	Total:
23. Other Land distribution (in acres):		Private Streets:	Public Streets:		
		Drainage:	Public Parkland:		
24. Block Length:		Average:	Longest:	Shortest:	
25. Type of Streets (Circle One):		Public	Private	Combination Public/Private	
26. Type of Water System (Circle One):		Public	Individual Water Wells	Other (attach explanation)	
27. Type of Sanitary System (Circle One):		Public	Individual Septic Tanks	Other (attach explanation)	
28. Municipal Utility District:					



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REQUIRED ITEMS FOR PLAT APPLICATION SUBMITTALS

No. of Copies Required	Electronic Copy Required (MS Word, PDF or other where indicated)	Information Required	Concept	Preliminary	Final (Including Replat, Abbreviated, Amending & Large Acreage)
20	Yes	Plat application form	X	X	X
9	Yes	Prints of plat (Folded to fit 10"X15" mailing Envelope w/ title block visible)	X	X	X
20	N/A	Plat reduction (11"x17" – folded w/ title block visible)	X	X	X
20	Yes	Copies of recorded plat (11"x17" - If replat or amending plat)			X
1 copy of each letter	Yes	Copies of letters showing that the plat was sent to utility companies and other entities as required.		X	
3	Yes	Preliminary drainage layout	X		
3	Yes	Preliminary drainage plan and calculations		X	
3	Yes	Preliminary utility plan and calculations		X	
1	Yes	Alphabetized list of street names (If applicable)		X	X
1	Yes	Encumbrance certificate		X	
1	Yes	Current title opinion (Max 45 days old)			X
1	Yes	Metes and bounds description signed and sealed by surveyor			X
1	Yes	Copy of current tax certificates or receipts (City, County, School District MUD, LID)			X
1	Yes	Draft of restrictive covenants (If applicable)		X	X
1	Yes	Letter from Drainage District stating tract has outfall drainage and all impact fees have been paid			X
20	Yes	Parkland Dedication Proposal (If applicable)	X	X	
3	Yes	Traffic Impact Analysis (If applicable)	X	X	X
N/A	Yes – AutoCad format (2005 version or earlier) either DWG or DXF	Electronic copy of plat* (NAD 83 grid coordinate values of "X", "Y" required.)	X	X	X

*Please review layer symbology chart, which may be found on Page 10 of this packet.



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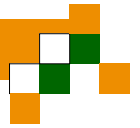
PLATTING FEE WORKSHEET

NOTE: All acreage should be rounded to the nearest one hundredth decimal place (two decimal places). For example, 10.6578 acres should be rounded to 10.66 acres.

Application	Per Residential Lots	X	# of Residential Lots	+	Per Acre	X	Acres not in Residential Lots	=	Sub-Total	+	Base Fee	=	Total Fee
Conceptual Plat	\$2	X		+	\$10	X		=		+	\$ 400	=	
Preliminary Plat	\$6	X		+	\$30	X		=		+	\$ 400	=	
Final Plat, Replat, Abbreviated Plat	\$12.50	X		+	\$80	X		=		+	\$ 550	=	
Large Acreage Tract Plat	Flat Fee										\$ 300		
Minor Correction or Amending Plat	Flat Fee										\$ 300		
Extension of Plat Approval	Flat Fee										\$ 250	=	
Vacation of Plat	Flat Fee										\$1,000	=	
Exemptions from Platting	Flat Fee										\$ 300	=	
Variance Request	Flat Fee										\$ 300	=	
Discussion Items	Per P&Z meeting – fee is dependent on staff time needed to prepare report. Maximum Fee										\$ 600	=	



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FINAL REQUIRED DOCUMENTS

Submit the following after the plat has been recorded and prior to the issuance of building and construction plans.
No building permits will be issued prior to submission of all information listed below.

Printed Copies Required	Electronic Submittal Requirement	Documents Required
1	N/A	1:100 Mylar of recorded plat
N/A	1	Electronic copy of recorded plat (AutoCad format 2005 version or earlier either DWG or DXF, either DWG or DXF)
N/A	1	Electronic copy of recorded plat (PDF format)
6	N/A	1:100 prints of recorded plat (Folded to fit 10"x 15" Envelope with title block visible)
6	N/A	Paper copies of recorded plat with addressed parcels/lots (Folded to fit 10"x 15" Envelope with title block visible)
1	N/A	List of addressed parcels/lots
1	1	Copy of restrictive covenants/ deed restrictions (If applicable)
1	N/A	Payment of Parkland Fees(If applicable)



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ELECTRONIC PLAT SUBMISSION (LAYER SYMBOLOGY CHART)

Electronic submission is required for proposed conceptual plans, proposed plats, and recorded plats. Required plat(s), in both printed and electronic format shall be submitted to the Planning Department.

TEXAS STATE PLANE GRID COORDINATE SYSTEM OF NAD83 IS REQUIRED FOR ALL PLAT SUBMITTALS.

Plat drawings are to be provided on CD or by email in DFX format with plat information provided in layers according to the following order.

Layer SymboLOGY Chart for Plat Submittal

Layer	Layer Name	Description
1	CL	Centerline
2	ROW	Right of Way
3	LOTLINE_PRO	Lot Line/Reserves (Proposed)
4	BOUNDARY	Boundaries
5	BMARK	City of Missouri City Benchmark
6	LOTNOS	Lot Numbers / Block Names
7	SUBDIVNM	Subdivision Names / Section Numbers
8	STREETNM	Street Names
9	WATER_PRO	Water Lines (Proposed)
10	SANSWR_PRO	Sanitary Sewers (Proposed)
11	STMSWR_PRO	Storm Sewers (Proposed)
12	DRAINAGE	Drainage Ditch
13	PVMT_PRO	Pavement (Proposed)
14	PVMT_EXI	Pavement (Existing)
15	CURVEDT	Curve Data
16	SURVEYDT	Survey Data/TICS/Station Numbers
17	EASEMENT	Easements
18	TBLOCK	Title Block / Vicinity Maps / Legend / Scale
19	MATCHLN	Match Lines

Layer	Layer Name	Description
20	NORTH	North Arrow
21	BUILDNL	Building Lines
22	BUILDFP	Building Footprint
23	TOPO	Topography
24	UTIL_PRO	Utilities (Proposed)
25	LAKES	Lakes / Ponds, etc.
26	STREAM	Creeks / Bayous / Rivers, etc.
27	CANAL	Canals
28	RR	Railroads
29	ADDRESS	Street Address
30	CITYLIM	City Limit Lines
31	COUNTYLN	County Lines
32	ETJ	ETJ Lines
33	NOTES	Notes / Miscellaneous Notations
34	STAMP	City of Missouri City Approval Stamp
35	UTIL_EXI	Utilities Existing
36	LOTLINE_EXI	Lot Line / Reserves (Existing)
37	WATER_EXI	Water Lines (Existing)
38	SANSWR_EXI	Sanitary Sewers (Existing)
39	STMSWR_EXI	Storm Sewers (Existing)